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ABSTRACT

School districts seeking to obtain the person best qualified and suited for a particular position should use a precise, well-balanced application that will give a personal history, qualifications for the job, and job-related references that can be used to make more indepth inquiries concerning the applicant. Laws may vary from state to state regarding the permissibility of certain questions on an application form. Consequently, the emphasis in this guide is on what is permissible and impermissible under federal laws and regulations. Information that has been found by courts to be impermissible can be separated into four categories: (1) questions concerning marital status and family situation, (2) questions regarding personal history that are not job related, (3) questions concerning associational activities, and (4) questions regarding irrelevant educational and work history data. These categories are discussed in reference to a reproduction in the appendixes of an actual job application form containing examples of impermissible inquiries in all four categories. Also in the appendixes are sample application forms for professional and nonprofessional staff positions which are considered permissible. School districts are advised of ways to guard against interviewer bias and the use of criteria not related to the job. (MLF)

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Preemployment Inquiries: Avoiding Pitfalls in the Hiring Process

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Preemployment Inquiries: Avoiding Pitfalls in the Hiring Process

Janet Little Horton
Victoria Corcoran

INTRODUCTION

The purpose of preemployment activities in a public school district is to obtain the person best qualified and suited for a particular teaching or administrative position. The same is true for the nonprofessional staff who support the school operation. The purpose of an application form in preemployment inquiries is to obtain as much permissible information as possible which is related to the job for which the applicant is applying. A precise, well-balanced application will give a personal history, qualifications for the job, and job-related references which can be used to make more in-depth inquiries concerning the applicant. A school district must avoid making an applicant feel as though the applicant has had his or her privacy invaded by many questions which do not relate to the available job. A job application form which makes many intrusive inquiries can lead to charges of discrimination in hiring.

The courts generally presume that any information requested in an application is criteria upon which the school district will rely in selecting persons to hire. The key question to ask when examining an application form for impermissible inquiries is whether the inquiry is job related. Is the information really needed to judge an applicant's competence or qualifications for the job in question? To avoid charges of discrimination and bias in hiring, it is important that all inquiries are job related and that the criteria upon which

the school district relies in screening applicants are universally and consistently applied to all persons seeking the position.

Laws may vary from state to state regarding the permissibility of certain questions on an application form. The inquiries contained in an application form may also be affected by an order of a court governing the activites of a school district. Consequently, the emphasis in this mini-monograph will be on what is permissible and impermissible under federal laws and regulations. Any school district concerned about state laws or the interpretation of a court order affecting job application inquiries should review the applicable laws. Since this mini-monograph is not legal advice but merely a guide, school districts should secure legal counsel on specific questions.

INQUIRIES WHICH SHOULD BE AVOIDED

In determining what inquiries are permissible on a job application form, it is best to look first at various types of information which have been found by courts to be impermissible. These impermissible inquiries can be separated into four general categories:

1. Questions concerning marital status and the family situation;
2. Questions regarding personal history which are not job related;
3. Questions concerning associational activities; and
4. Questions regarding irrelevant educational and work history data.

Attached as Appendix A is a reproduction of an actual job application form containing examples of impermissible inquiries in all four categories. A close examination of Appendix A will reveal a large number and variety of questions which must be avoided in an application form used by a school district.

Questions Concerning Marital Status and the Family Situation

Courts have been quick to find that job application inquiries about marital status, pregnancy, future childbearing plans, number and age of children, and availability of babysitters may result in discrimination against female applicants. These questions have no bearing on a person's capabilities or competence for performing a particular job. If challenged in a lawsuit, a court may well find that a decision based on a job application containing such questions has been based on sex stereotyping. These questions become job related and permissible to inquire about only if the person is hired and these factors begin to interfere with job performance.

Appendix A, page 16, contains questions concerning the number of dependants of the applicant, the number, age and sex of any children and questions regarding current marital status. On page 19 of Appendix A, an inquiry is made regarding the number of times the applicant has been married. These questions are not related to the applicant's capabilities for performing the job of teacher, administrator, or non-professional staff. Page 19 of Appendix A also asks questions concerning the marital and financial status of the applicant's parents. There are questions concerning the occupation of the applicant's spouse and parents and the number and ages of the applicant's brothers and sisters. These questions are clearly not job-related. All such inquiries should be deleted from an application form used by a school district.

Questions Regarding Personal History Which are Not Job Related

Many sweeping questions concerning an applicant's personal history are often included in application forms because employers tend to think they get a better overall view of a person by the answers given to these questions. However, it is important to keep that key question in mind when examining

a job application form: Is the inquiry job related? Even if the inquiry is not job related but is in an application form, the school district is generally presumed to rely on it and, consequently, is open to charges of discrimination and bias in hiring if the applicant believes that an employment decision has been based on something other than the applicant's qualifications for the job.

The application form in Appendix A contains numberous questions regarding personal history which are not job related and which should be deleted from the application form. For example, questions concerning the applicant's age and sex, found on page 16 of Appendix A, are impermissible since it is a violation of federal law to discriminate in hiring on the basis of age or sex. Further, a seemingly harmless question regarding date of birth is also impermissible since it elicits information concerning the applicant's age about which it would be impermissible to inquire outright. A school district may legitimately be concerned with whether an applicant is an adult according to state law but is not yet past the age of mandatory retirement. This information can be solicited by inquiring as follows: "Are you above the age of 18 but younger than 70, the mandatory retirement age of the District?" The relevant ages will differ according to state law and school district policy.

Page 16 of Appendix A contains many inquiries concerning United States military service. Such inquiries are not related to job qualifications for a teacher, administrator or non-professional staff. Courts have found that inquiries as to rank and type of discharge may have an adverse impact on minorities. Information relevant to job qualifications is contained in the inquiries concerning special training in the military. However, it would be much more appropriate to seek this information under a category dealing with educational data or previous experience.

The specific inquiries concerning school activities, hobbies, future employment plans, periodicals regularly read, and other

various types of personal questions found on page 18 of Appendix A are clearly not related to job qualifications, and should be deleted from the application form. Although such questions provide a greater variety of information concerning the applicant, they will not reveal anything concerning the applicant's competencies and capabilities for a job as a teacher, administrator or member of the non-professional staff. It is permissible to ask a general question whether any outside activity will interfere with job performance. Inquiries concerning outside business activities may be relevant to job qualifications since outside business activities could affect job performance. However, these inquiries are relevant only if the school district has a written policy concerning outside job activities or there are state laws which make this question relevant. If such a policy or state law does not exist, these inquiries may become relevant only after the applicant is hired if outside business activities interfere with the performance of the job.

With two exceptions, all of the inquiries on page 19 of Appendix A should be deleted. Questions concerning personal transportation, personal habits such as smoking and drinking and the applicant's current financial status are totally unrelated to qualifications for a job as teacher, administrator or member of the non-professional staff. This type of personal inquiry is very intrusive on the applicant's privacy and produces no information useful in making employment decisions. These types of questions could very easily lead an applicant to believe that an employment decision was made on something other than the person's qualifications for the job.

The first exception to deleting all of the inquiries on page 19 of Appendix A is the question: "Are you willing to take a complete physical examination?" If a physical examination is required to complete the application process for a particular job, then all who apply for the job must be required to

take this physical exam. In connection with this aspect of preemployment inquiries, the doctor's role in the examination process is not to decide whether or not an individual should be hired for a particular job, but rather only to diagnose limitations, if any. For example, the doctor's report should state: "Applicant cannot lift more than 20 pounds," not "Applicant should not be hired as a bus mechanic." Information regarding health status, height, weight and previous illnesses will be elicited in the physical examination. If a physical examination is not required, then these questions are irrelevant and should not be included on the application form. Questions concerning worker's compensation for on-the-job injuries are irrelevent and may lead a candidate for a job to believe that he or she was rejected because of an affirmative answer to that question.

Inquiries into physical impairments of the applicant should be avoided. Courts have found that questions concerning handicaps, medication, injury on the job, and a history of mental illness may violate the rights of the handicapped. The vast majority of schools in the country receive some type of federal financial assistance which makes them subject to section 504 of the Rehabilitation Act of 1973. Section 504 states, "that no otherwise qualified handicapped individual in the United States shall, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." A handicapped individual is one who has a physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. A handicapped person is "otherwise qualified" with respect to employment, if he or she can, with reasonable accommodation, perform the essential

function of the job in question. Accommodation for the handicapped, such as job restructuring and modification of facilities, is reasonable unless it can be demonstrated that such accommodation would impose undue hardship on a school district.

Regulations issued by the Department of Education implementing section 504 state specifically that it is impermissible to inquire of an applicant whether he or she is a handicapped person or as to the nature and severity of the handicap. However, it is permissible to inquire into an applicant's ability to perform job-related functions. The regulations from the Department of Education further require that, if a physical examination is required of all applicants or incoming employees, any information obtained concerning the medical condition or history of the applicant shall be collected and maintained on separate forms. Information contained in these records may be used to inform supervisors and managers regarding restrictions on work or duties of handicapped persons and necessary accommodations. First aid and safety personnel may be informed if the handicap might require emergency treatment. Government officials investigating compliance with section 504 must be provided relevant information upon request. Otherwise, information on the forms is to be afforded the confidentiality of medical records.

The second exception to the impermissible inquiries found on page 19 of Appendix A concerns prior arrests. In its present form on the application, the inquiry is clearly impermissible. It can be altered and made permissible since convictions have been found by some courts and federal agencies to be job related. A school district is required to review the nature of the offense, the date of the offense, and the relationship between it and the position for which the applicant is applying. For example, conviction of theft or embezzlement might appropriately be considered if the applicant is applying for a

bookkeeping position or similar job at a school district in which he or she will handle money. An appropriate inquiry along this line is: "Have you ever been convicted of a felony or any crime involving moral turpitude? If yes, please explain."

The definition of moral turpitude varies from state to state, but it can generally be defined as an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons. Some examples of crimes involving moral turpitude are theft or attempted theft, murder, rape, swindling and indecency with a minor. A state may, of course, define the term in its laws and such definition is probably binding on school districts in the state.

The inquiry above is broader than merely asking if the applicant has been convicted of a felony, since in some states, a crime involving moral turpitude may be a misdemeanor and not a felony. Under no circumstances should an applicant be precluded from completing an application form solely because of the response to this one question. If such an inquiry is included, a school district would be well advised to follow the inquiry with a statement such as: "Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which the applicant is applying."

Questions Concerning Associational Activities

The United States Constitution grants persons the right to associate with whom they please. Inquiries regarding membership in organizations are usually not related to job qualifications; additionally, such inquiries may lead a rejected

applicant to think that rejection was based on the applicant's affiliation with a particular group instead of his or her qualifications for the job. For example, page 18 of Appendix A asks for positions of leadership or responsibility in work or community activities. This question is designed to elicit impermissible information regarding group membership just as surely as the next inquiry requesting this organizational membership information outright. The name and character of an organization may also reveal race, religion, or the national origin of its members, inquiries which are also not permitted under federal law. Similarly, a request for information concerning foreign languages spoken by a person may also be an indirect way of inquiring into the applicant's race or national origin. If information concerning foreign language capability is actually related to the job for which the applicant is applying (such as a bilingual teacher), this information is better elicited in sections regarding educational data or previous work history relevant to the job which is available.

Page 19 of Appendix A asks various questions concerning religious affiliation and the frequency of attendance at church. Such questions may lead an applicant to believe that he or she was rejected because of association with a certain religious sect or because he or she is not affiliated with a religion. Clearly, school districts may not make employment decisions based on a person's race, religion, organizational membership or national origin. All such questions should be deleted from a school district's application form.

Questions Regarding Irrelevant Educational and Work History Data

For professional personnel such as teachers and administrators, extensive questions regarding educational background and work history are usually job related. School

districts sometimes face charges of discrimination and bias in hiring because extensive inquiries regarding educational background and work history are asked of applicants applying for non-professional positions such as members of the clerical staff, grounds and building maintenance, and transportation. A school district should limit such questions to those applying for non-professional positions to educational requirements and work-related information which are actually related to the job for which the applicant is applying. A school district should avoid requiring a level of achievement in formal education or special work experience that is not actually necessary for the successful performance of the job. For example, many courts have determined that neither a high school diploma nor a general intelligence test bear a demonstrable relationship to successful performance as a typist. It is permissible to inquire into these areas, but a school district should be careful to use this information only as it relates to the specific job for which the person applies. School districts would be wise to consider separate application forms for those applying for non-professional positions so the second application form can be tailored to elicit educational background and work history information which are relevant to non-professional staff positions.

INQUIRIES WHICH ARE PERMISSIBLE

Attached as Appendix B is a sample application form for an applicant applying for a professional staff position. The application begins by declaring the school district to be an equal opportunity employer which considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap. The inquiries

on this application form are directed solely to eliciting information regarding the applicant's qualifications for the job. The section dealing with previous work history allows the applicant to include information concerning military, on-the-job or other types of training which would be relevant to the position for which he or she is applying.

The application form inquires about any criminal history which the applicant may have, including probated sentences and the use of deferred adjudication which may, in some states, have the effect of purging the applicant's criminal record of past convictions. However, the application form clearly reassures the applicant that the existence of a criminal history is not an automatic bar to employment. The inquiry concerning any relatives which the applicant may have who are already employed by the school district is permissible and should be used only if there is a state law or school district policy regarding nepotism. The question should be limited to relatives within the degree of affinity or consanguinity prohibited or otherwise affected by the law or policy.

Appendix C is a sample application form for the non-professional staff or a school district. It is arranged to elicit the same general information extracted from professional applicants and then elicit specific information from the applicant based on the type of job for which he or she is applying. The inquiries regarding educational history, work experience and references are permissible so long as the information elicited is used only to determine actual job qualifications. It must not be used to maintain a standard for hiring employees which is higher than the actual requirements of the job. If challenged, a school district must show that its criteria for a particular job are actually related to the job and are uniformly required of all who are hired in that particular position. The required degree of job-relatedness varies. Courts and federal agencies more closely scrutinize the criteria applied to low level or

low skill jobs with regard to job relatedness. It is very important that the criteria used by school districts to employ people in low level or low skill non-professional jobs is actually related to the activities which will be performed in that job.

SUBJECTIVE VERSUS OBJECTIVE CRITERIA

In the context of preemployment inquiries, the pieces of information used to make an employment decision are generally categorized as either "subjective" or "objective". Subjective criteria, such as the applicant's attitude, are traits which call for a personal opinion on the part of the employer whereas objective criteria, such as the questions on an application form, are tangible pieces of information. Subjective criteria are more worrisome due to the reliance on individual judgment rather than impersonal standards. The most prevalent use of subjective criteria in preemployment practices arises in interviewing job applicants. Although the value of personal interviews to both the employer and the applicant lies in the subjective nature of the procedure, that same factor is susceptible to bias against females, minorities, the handicapped and older age groups. The question of bias is more likely to arise if a school district relies solely or primarily on the interviewer's evaluation in making an employment decision. In finding personnel evaluations to be discriminatory, the courts typically have described the subjective criteria utilized as vague, elusive, unstructured, undefined or poorly conceived. The interviewing process is especially suspect where the interviewer does not base his or her evaluation on written guidelines or criteria specific to the job.

To avoid such problems, a school district should design its interviewing procedures to guard against interviewer bias

and the use of criteria not related to the job. This is done by developing specific guidelines for all interviewers and assuring that such guidelines are consistently followed. In an effort to avoid the most common biases, some school districts utilize screening committees comprised of individuals of both sexes and with varied racial and ethnic backgrounds. Some of these committees function as interviewers while some serve as a final review committee to look at the results of the interview process to determine who should be offered a job. The interviewer's recommendation must be justifiable, which means that the recommendation must be based on the job requirements and the applicant's qualification.

For example, employment decisions made on the basis of the applicant's sex are impermissible under federal law and few school districts would admit to making an employment decision based on such a factor. However, the questions posed by an interviewer to an applicant for a position may clearly indicate that this was the criteria for the employment decision. For example, if a male and female apply for the same position and each are equally certified and qualified for the position, a variety of questions solely to the female applicant regarding her children, whether she could handle the long and demanding hours of the job and her family responsibilities, indicate a definite sex bias in the interviewer. If the male applicant is hired in the position and the female applicant challenges the process, these types of questions may well lead a court to decide that the decision was based on sex stereotyping.

It is very beneficial for a school district to personally meet an applicant and get a better idea of the applicant's qualifications, personality, his or her drive, energy and enthusiasm, and how he or she will fit into the structure of the school. However, the interviewing process can turn into a very dangerous activity for a school district if the inter-

viewer is not well trained. Subjective selection procedures are not discriminatory per se, but they must be scrutinized more closely because of their susceptibility to abuse. When the evaluation is subjective, as in the interviewing process, and the interviewer is not a member of the protected group or minority of the rejected applicant, the legitimacy and the non-discriminatory basis for the interviewer's articulated reason for his or her decision will be subject to particularly close scrutiny by the courts. Those involved in the interviewing process must remember that their questions must be job related. The interview is not the place to ask all of the questions which could not be asked on the application form. Further, it is important that the school district secure or develop a set of written guidelines or criteria by which to judge each applicant in the interview situation.

CAUTION IS ADVISABLE

All school districts want an application form and an interviewing process which will lead to the selection of the best person for the job. It is possible for a school district in both its application form and interviewing process to gather a vast amount of information about the applicant so long as the school district keeps in mind the key question: Is the inquiry job related? It is only human nature to be curious about a job applicant and want to know as much as possible about that person before hiring him or her. However, it is simply not permissible for a school district to make inquiries which have nothing to do with the job for which the person is applying. Some of the deletions in the application form contained in Appendix A may seem overcautious, but the courts are quick to find discrimination in preemployment inquiries, particularly in application forms and the interviewing process. The

applications contained in Appendices B and C admittedly do not elicit information which may be very interesting to a school district, such as the applicant's financial history, group memberships, and marital history. Interesting as these subjects may be, they are clearly not related to a person's qualifications for performing a job as teacher, administrator or member of a school district's non-professional staff. The application forms contained in Appendices B and C are directed solely toward soliciting information which will help a school district decide if the person applying for the job is the one best qualified to fill it. These forms are much more cautious but, with regard to applications and the interviewing process, caution avoids long and costly lawsuits challenging a school district's preemployment inquiries.

APPENDIX A

Example of Job Application Form Which Should Not Be Used by a School District

Dead End Independent School District
Professional Staff Application Form

THIS FORM SHOULD NOT BE USED

Date_____

PERSONAL DATA

Name_____
Full Name of Spouse_____
Person to Notify in Case of Accident_____ Telephone_____
Applying for Position as _____ When Available_____
Telephone_____ Social Security No._____ Expected Salary_____
Present Address_____
Previous Address_____
Birthdate_____ Age_____ Sex_____
Present Employment Status_____
How Many Dependants_____
Numbers, Ages, Sex of Children_____
_____Single _____Engaged _____Divorced _____Widow(er) _____Married

REFERENCES

Names of three persons, former employers or personnel of the District who have known you for at least two years (no relatives) and name of bank with which you do business

Name	Address	Business & Position	Telephone

U.S. MILITARY SERVICE

Veteran of U.S. Armed Forces: Yes_____ No_____
Reserve Status:_____ Draft Status:_____
Branch_____ Serial No._____ Entering Date_____ Rank_____
Discharge Date_____ Discharge Rank_____ Type Discharge_____
In what theaters did you serve_____
Major Duties_____
Service Schools/Special Training_____
_____

EMPLOYMENT DATA

Give complete employment record, starting with present or last employer. Insert additional sheet if necessary. Describe your experience in a concise manner.

Company Name	Address	Dates of Employment	Salary	Position/ Supervisor
1.	City State	From To	Start Final	

Experience

Reason for Leaving

Age Upon Leaving

2.	City State	From To	Start Final	

Experience

Reason for Leaving

Age Upon Leaving

3.	City State	From To	Start Final	

Experience

Reason for Leaving

Age Upon Leaving

4.	City State	From To	Start Final	

Experience

Reason for Leaving

Age Upon Leaving

THIS FORM SHOULD NOT BE USED

EDUCATIONAL DATA

	Name and Address Institution	From-To	Graduated	Degree	Area of Specialization
Grade School					
High School					
College					
Graduate School					
Trade, Business or Night School					
Apprenticeships					
Other					

MEMBERSHIPS, INTERESTS

School Activities - Honorary, Social, Sports, etc.

What positions of leadership or responsibility have you held in school, work, or elsewhere?

Of what civic, technical, trade, professional or other organizations are you a member?

Current Hobbies - self

Hobbies - wife or husband

Publications

What do you want to be doing 10 years from now?

What has been your most interesting work?

What made it interesting to you?

What periodicals do you read regularly?

Any outside business activities? Describe:

Foreign languages spoken

THIS FORM SHOULD NOT BE USED

FURTHER PERSONAL DATA

Place an X by the correct answer or fill in the blank as indicated:

How do you get to work? (Bus, personal auto, etc.)_____
Times Married?____none ____one ____two ____three ____four ___five or more
When you were in school parents were? _____living together _____divorced
_____separated _____only one or neither living
Monthly income of family when you were in school? __under $200 __$201-400
__$401-600 ___over $600
What church are you affiliated with?_____
Attend church? ____twice weekly ____weekly ____monthly ___yearly ___never
Occupation of spouse?_____
Occupation of parents?_____
Number and ages of brothers and sisters_____
_____
Arrests? (any charge, but this does not include getting a ticket)_____
_____ _____ charges?_____
Have you ever been bonded? ___yes ___no. Ever refused a bond?__yes___no
Are you willing to take a complete physical examination?_____
Health status: ____poor ____fair ____good ____superior
Height____ weight___ What illnesses have you had?_____
Have you ever drawn compensation for an on-the-job accident? (explain)
_____
What physical impairments do you have?_____
Do you smoke? _____pipe _____cigar _____cigarettes
Amount smoked daily?_____
Drink alcoholic beverages?_____daily _____weekly _____monthly _____yearly
_____rarely _____never
Days off work last year for illness?_____
Days in hospital in last 15 years?_____
Monthly income of spouse?_____
Cash value? (stocks, bonds, savings, etc.)_____
Total assets? (everything you completely own)_____
Amount of life insurance carried?_____ Medical insurance?____yes ____no
Average monthly savings?_____
Residence? ____rent ____buying home ____own home ____live with relatives

THIS FORM SHOULD NOT BE USED

The answers to the foregoing questions are true and correct to the best of my knowledge. I hereby give the District authorization to contact my past employers.

_____ _____
Signature Date

APPENDIX B

Professional Staff Application
Progressive Independent School District*

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

An Equal Opportunity Employer

(Please Print or Type)

Date_____

NAME_____
Last First Middle

ADDRESS_____
Number and Street

HOME TELEPHONE_____ BUSINESS TELEPHONE_____

SOCIAL SECURITY NUMBER_____

_____

POSITION DESIRED

	Field/Grade Level	No. Years Experience	Semester Hours
1st Choice			
2nd Choice			
3rd Choice			

Total Years Experience_____

Have you filed an application with our Schools before?_____

If yes, give date _____ and position applied for_____

Are you presently under contract with any school district for the next school year?_____

This application will remain on file for one year from the date of application only; it must be renewed if further consideration for a position is desired.

*The inquiries on this form should be used only after reviewing state laws and local policies and the text of this mini-monograph which discusses permissible inquiries.

EDUCATION

SCHOOL	NAME	LOCATION CITY & STATE	DATES ATTENDED	DIPLOMA OR DEGREE	GRADE

A college transcript is required before consideration can be given to your employment. It should include all courses completed at the time of the application.

CERTIFICATION

Kind of state Certificate held_____

If certified in another state, indicate which state and type of certificate held_____

ELEMENTARY CANDIDATES	SECONDARY CANDIDATES	ADMINISTRATIVE CANDIDATES
List endorsements to your state certificate below:	Certified teaching fields:	
_____	_____Sem.Hrs.___	_____Sem.Hrs.___
_____	_____Sem.Hrs.___	_____Sem.Hrs.___
_____	_____Sem.Hrs.___	_____Sem.Hrs.___

Area of Specialization:

_____
(Must have at least 18 hrs.)

IF APPLICANT FOR MIDDLE OR HIGH SCHOOL POSITION, FURNISH THE FOLLOWING INFORMATION:
Number of Semester Hours (Total) You Have Earned In:

_____ Business	_____ Foreign Lang.	_____ English
_____ Science	_____ Vocational	_____ Reading
_____ Speech	_____ Journalism	_____ Music
_____ Art	_____ Drama	_____ Physical Ed
_____ Industrial Arts	_____ Social Studies	
_____ Health	_____ Math	

IF APPLICANT FOR ELEMENTARY TEACHING POSITION, FURNISH THE FOLLOWING INFORMATION:
Number of Semester Hours You Have Earned In:

_____Elementary Ed.	_____Mathematics	_____Music	_____Health
_____Reading	_____Social Studies	_____Art	_____Other
_____English	_____Science	_____P.E.	_____

TEACHING/SCHOOL RELATED WORK EXPERIENCE

List most recent experience first. Include student teaching if less than 3 years experience. Use separate sheet if necessary. Indicate any skills, experiences or training (military, on-the-job, or other) you have received which will assist the District in placing you.

From	To	Number of Years	Name and Address of Employment	Principal/ or Immediate Supervisor	Grade or Subject Taught or Type of Job

PROFESSIONAL REFERENCES

(Those who have not taught or those who have taught for only one principal must list student teaching information.) Please list those whom we may contact even if they are the same as those on file with your college placement office.

TEACHERS WITHOUT EXPERIENCE COMPLETE THIS SECTION

	Name	ADDRESS Number Street	City	State	Zip
College Supervisor of Student Teach.					
Coordinating Teacher-Pub.School					
Coordinating Teacher-Pub.School					

TEACHERS WITH EXPERIENCE COMPLETE THIS SECTION

Include References From Last Five Positions. If more than one position in the same school system, list each.

FULL NAME OF REFERENCE	POSITION	SCHOOL ADDRESS Number Street	City	State	Zip

If you have a relative who works for this District or who serves as a member of the Board of Trustees, please give the name and address_____

_____

College or University where your Placement File may be obtained:_____

_____

Is your file at your college or university up-to-date?_____ Have you requested that it be sent to us?_____

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? ____yes ____no
If yes, please explain_____

_____

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Why do you desire to lease your present position, or why did you leave your last position? (Questions do not apply to those graduating this year.)_____

_____

Have you ever been involuntarily terminated from the employment of another school district? ____yes ____no
If yes, please give the name of the district, the date and the reasons for the termination._____

_____

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application?__yes __no
If yes, please explain_____

_____

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

_____
Signature of Applicant

I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

_____
Signature of Applicant

APPENDIX C

Employment Application
for
Progressive Independent School District*

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

An Equal Opportunity Employer

(Please Print or Type)

Date_____

NAME_____
Last First Middle

ADDRESS_____
Number and Street

HOME TELEPHONE_____ BUSINESS TELEPHONE_____

SOCIAL SECURITY NUMBER_____

SPECIFIC POSITION(S) APPLIED FOR:

( ) Secretarial/Clerical ( ) Educational Classroom Aide

( ) Substitute Teacher ( ) Ancillary

Have you filed an application with our Schools before?_____

If yes, give date_____ and position applied for_____

This application will remain on file for one year from the date of application only; it must be renewed if further consideration for a position is desired.

*The inquiries on this form should be used only after reviewing state laws and local policies and the text of this mini-monograph which discusses permissible inquiries.

EDUCATION

SCHOOL	NAME	LOCATION CITY & STATE	DATES ATTENDED	DIPLOMA OR DEGREE
Last High School Attended				
*Colleges or Universities				
Business or Trade				
Other				

*If you did not receive a degree, indicate the number of college hours attained:_____ Please attach your college transcript with this application.

EXPERIENCE

List all Experience - Use Separate Sheet if Necessary

FROM	TO	NUMBER OF YEARS	NAME AND ADDRESS OF EMPLOYMENT	IMMEDIATE SUPERVISOR	TYPE OF JOB

REFERENCES

FULL NAME OF REFERENCE	POSITION	ADDRESS NUMBER	STREET	CITY	STATE	ZIP

If you have a relative who works for this District or who serves as a member of the Board of Trustees, please give the name and address:_____

Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor. Have you ever been convicted of a felony or any offense involving moral turpitude? ____yes ____no
If yes, please explain_____

_____

Have you ever been convicted of a felony or any offense involving moral turpitude and received probation or deferred adjudication?___yes ___no
If yes, please explain_____

_____

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

Why do you desire to leave your present position, or why did you leave your last position?_____

Have you ever been involuntarily terminated from the employment of another school district? ____yes ____no
If yes, please give the name of the district, the date and the reasons for the termination._____

_____

Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application?___yes ___no
If yes, please explain_____

_____

FOR SUBSTITUTE TEACHER OR EDUCATIONAL CLASSROOM AIDE APPLICANTS:

Type of State Certificate held: ( ) Provisional ( ) Professional ( ) None

If certified in another state, indicate which state and type of certificate held:_____

If you do not have a valid state certificate, what do you lack?_____

_____

Grade or subject in which you did student teaching:_____

Where did you do student teaching:_____

ELEMENTARY CANDIDATES List endorsement to your state certificate below	SECONDARY CANDIDATES Certified teaching fields:	
_____		Sem. hrs.
_____	_____	_____
_____	_____	Sem. hrs. _____
_____	_____	Sem. hrs. _____

Area of Specialization:_____
(Must have at least 18 semester hours)

FOR ANCILLARY APPLICANTS:

Position for Which Applying:

____ Custodian	____ Carpenter	____ Lunchroom
____ Yard Crew	____ Painter	____ Bus Driver
____ Mechanic	____ Air Conditioning Technician	____ Other (Specify) _____

FOR SECRETARIAL/CLERICAL APPLICANTS & SUBSTITUTE SECRETARIAL/CLERICAL APPLICANTS:

Do you type?_____ (yes or no) No. of Years Experience_____

How many words per minute do you type?_____

Do you operate a printing calculator?_____ (yes or no) Years of Experience_____

Can you take shorthand?_____ (yes or no) No. of Years Experience_____

Number of words per minute_____

Please list below any additional office machines with which you have had previous experience:

TYPE MACHINE	NUMBER OF YEARS EXPERIENCE

FOR ALL APPLICANTS

List any additional information you think would be helpful concerning your knowledge, skills and experience related to the job for which you are applying.

Briefly state what you feel you can contribute as an employee for the Progressive Independent School District in the position for which you are applying.

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate, and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the District which reserves the right to accept or reject it. I further agree to observe all rules, regulations, and policies of the District.

_____

Signature of Applicant

I hereby authorize the District to conduct work history, personal reference or police record inquiries to determine my acceptability for employment.

_____

Signature of Applicant